

How to Disburse Unknown Funds from an Internal Account

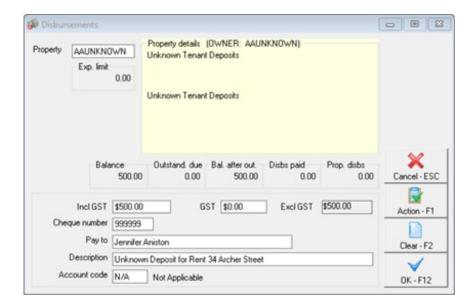
Overview

Monies can be held in an internal account such as AAUNKNOWN or AAUNALLOCATED. They may have been received at the bank with no tenant details and at the time of receipting the tenant was still unknown.

When the tenant is known, the funds need to be moved from the internal card and receipted to the tenants rent.

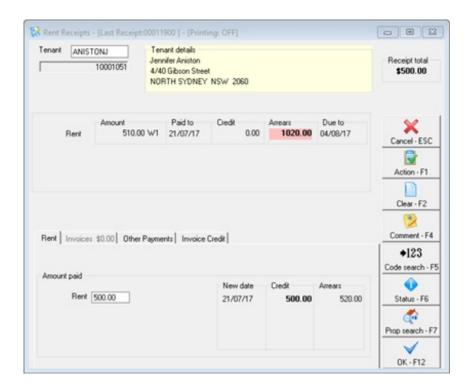
Steps

- Go to Transactions > Quick Disbursements enter in the internal account you have the money held in.
 - Enter the amount (same as previously receipted)
 - Change the Cheque Number to 999999
 - Pay to is the Tenant's Name the funds need to be receipted to
 - Enter description (i.e. Unknown Deposit for Rent and the property address)
 - Account code is N/A



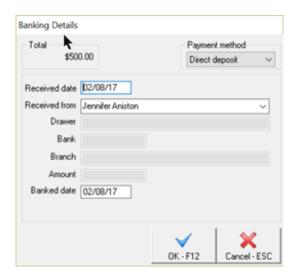
2. Click OK-F12

Go to Transactions > Rent Receipt, select the tenant you need to receipt to, enter the amount you need to receipt.



4. Click OK-F12

Select your payment method as Direct Deposit and the Banked Date must be the date of the original receipt.



11/11/2019 1:11 pm AEDT